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TRAVEL EXPRESS USER MANUAL

OVERVIEW

INTRODUCTION

The State of Idaho Travel Express application was established to streamline and simplify travel expense processing for the State of Idaho. Travel Express is designed for travel within the 48 contiguous United States. It does not include travel to Alaska, Hawaii, or other countries.

HOW IT WORKS

Travel Express is an Internet-based, automated travel expense processing system that significantly simplifies travel processing for the State of Idaho. The application is found at the secure logon on the State Controller's Office (SCO) web page at: <http://www.sco.idaho.gov/>



The standardized, automated forms are routed electronically resulting in faster travel expense reimbursement, simplified and streamlined administrative processes, and greater compliance with State Travel Regulations. By applying this technology to travel expense reporting, we can simplify and streamline administrative functions and achieve productivity gains that benefit Idaho's citizens.

Two forms are available for agencies and users to send to SCO so they can be authorized to use Travel Express.

- [Click here for the Travel Express Agency Setup Form](#)
- [Click here for the Travel Express User Security Access Form.](#)

Benefits of Travel Express:

- *Electronic routing of travel voucher* – Provides for multiple approval level routing and e-mail notification. Also provides for electronic return and correction should an error be detected and the ability to enter comments at anytime.
- *Single data entry* – There is no need to reenter travel information. Allows a designee to prepare reimbursement vouchers for other individuals.
- *Automatic edits save time and reduce errors* – Errors are reduced because of system edits as the document is created. For example, defaults for maximum per diem limits reduce time spent pre-auditing travel claims.
- *Automatic interface to Idaho's statewide accounting system (STARS)*
- *Supports the use of P-Card* - Automatically calculates expenditures against cash draws and a net due to/from the traveler based on allowable expenses.

STREAMLINED DOCUMENT FLOW

One of the most powerful benefits of Travel Express is the automatic, internet-based routing of travel reimbursement requests for review, fiscal coding, and approval. This simplifies the claim process, resulting in much faster travel reimbursements for travelers.

The document flow begins with you entering some information about yourself, and then moves to entering information about your expenses. Finally the Travel Express document is routed for approval.

For example, you begin by entering your travel departing point, your destination, your agency, etc.

You then enter more detailed travel expense information, including P-Card expenses if necessary.

Travel Detail Information

| | Date | Total Meals | P Card Meals | Due To (Due From) | Total Lodging | PCard Lodging | Due To (Due From) | Pers Veh Miles | Comments |
|--------------|----------|----------------------|--------------|-------------------|---------------|-------------------|-------------------|----------------|----------|
| | 7/7/2005 | \$47.00 | | \$47.00 | | | | | |
| | 7/8/2005 | \$47.00 | | \$47.00 | | | | | |
| | 7/9/2005 | \$0.00 | | \$0.00 | | | | | |
| Totals | | \$94.00 | | \$94.00 | | | | | |
| Grand Totals | | Meal/Lodging Allowed | | Total Charges | | Due To (Due From) | | | |

When your reimbursement request, or “Travel Express document”, is complete, you submit the document for routing and approval. Travel Express automatically generates an e-mail to the first person in the routing process. This e-mail contains a link to the traveler’s web form.

After the document has been through the review and fiscal process, the document is ready for final routing and approval. If needed, a document can be returned to the traveler with comments or corrections.

STREAMLINED ACCOUNTING PROCESS

Travel Express has been designed to save time for the accounting staff as well. With Travel Express, data is entered only once by the person who actually travels. Based on the traveler and the type of travel costs incurred, Travel Express automatically enters the necessary accounting codes. Fiscal personnel need only perform a limited review or pre-audit.

Travel Express automatically submits approved travel reimbursements to Idaho’s statewide accounting system (STARS), avoiding any redundant data entry process.

AUTOMATIC AUDITING

Idaho travel expenses must comply with State Travel Regulations. Many of the regulations are now automatically enforced in Travel Express.

For example, meal expenses are automatically compared to the maximum allowable per diem amounts so travelers can correct their entries before submitting the document for approval. This helps to prevent errors and reduces processing time that might be otherwise spent re-routing travel documents for corrections.

INCREASED PRODUCTIVITY AND HAPPY TRAVELERS

One of the benefits of Travel Express is the happy and more productive traveler. The user-friendly format, simple process, and easy accessibility of the Travel Express forms provide incentive for quick document submittal and processing. This results in rapid reimbursement for travelers, as quickly as one day after a travel claim has been submitted. Travelers also have options for reimbursement - they can receive a traditional paper warrant or they can request an electronic deposit.

PC REQUIREMENTS

PCs must meet these minimum requirements:

- A Web browser – The application is standardized for Microsoft Internet Explorer, though other browsers may work.
- Cookies must be enabled in the browser.
- Screen Resolution – The web page layouts are optimized for 800X600 resolution and 256 colors.